



Date Adopted: 06/27/1991

Date Revised: 07/01/2000

Title: Administrative Analyst I

FLSA: Non-Exempt

General Purpose:

The Administrative Analyst I is the entry level professional position. Under general direction, the Administrative Analyst I performs responsible administrative and analytical assignments to support the assigned department. In order to provide a broad exposure to City operations, the position will be involved in programs and projects in a generalist capacity.

Distinguishing Characteristics:

This position receives direction from management personnel, and may receive technical and functional supervision from other administrative, professional or technical personnel. After gaining the experience and knowledge to perform the full range of journey level tasks of the Administrative Analyst I and fulfilling any special requirements for the journey level, the employee could reasonably expect to progress to Administrative Analyst II based upon the judgment of management and approval by the City Manager.

Essential Duties and Responsibilities:

Conduct surveys and perform routine research and statistical analyses as requested; prepare related reports.

Compile materials and assist in the preparation of reports, manuals, publications and miscellaneous public information literature.

Provide professional and technical assistance in the analysis, implementation and monitoring of City programs.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives.

Monitor and coordinate the daily operation of assigned project or program area.

Perform administrative and professional detail work and maintain appropriate records and statistics.

Represent a department or the City Manager's office on specific administrative matters in liaison with other departments and agencies.

Attend conferences with department Staff, committees or community groups as required.

Minimum Qualifications:

Knowledge of:

Basic statistical and analytic techniques.

Methods and techniques of administrative analysis.

Local government organization and operations, and current trends in public administration.

Working knowledge of modern office methods, forms and equipment

Ability To:

Learn the operation, policies and procedures of assigned department.

Prepare clear and concise written reports.

Communicate clearly and concisely, both orally and in writing.

Exercise initiative in analyzing and completing assigned projects.

Perform a wide range of professional and administrative duties on behalf of management personnel with little or minimal supervision.

Establish and maintain effective working relationships with those contacted in the course of work.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal

and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university, majoring in Public or Business Administration or in a closely related field is required. Graduate course work or A Master's degree in Public Administration, Business Administration or closely related field is desirable.

Experience: Some experience working for a municipal agency that would familiarize the individual with administrative operation, i.e., as an administrative intern or college field work/class study program is desirable. No professional experience is required.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability to be secured prior to employment and maintained as a condition of continued City employment.